Wisconsin Enterprise Architecture Team (WEAT)
February 21, 8:30 – Noon, DOA Building, 9A Conference Room

WEAT Voting Members:
- Doug Bingenheimer, (Team Leader/Chief Enterprise Architect - DET)
- Bud Borja (Milwaukee Co., local government representative)
- Mickey Crittenden (Rock Co., local government representative)
- Jay Jaeger (DOT, large state agency representative)

- Diane Kohn (DWD, large state agency representative)

Team Facilitator - Tekla Wlodarczyk (DET Administrator's Office, Enterprise Architect)

DET Representatives
- Max Babler (DET Operations Representative)
- Allen Poppe (DET Development Representative)

- Kevin Acker (SIS Technical Lead)
- Matt Miszewski (CIO)

Agenda

#	Time	Item	Presenter	Item Description	Discussion	Action Item(s)	Responsible Person	Due Date
1	8:30	Announcements	Doug Bingenheimer	General Announcements of Recent DET News / Activity	- Monique Currie who had been coordinating the TLC and this year's strategic IT plan process is leaving. Tekla Wlodarczyk and Doug Bingenheimer have been assigned these duties. This action reunites IT governance administration and support. The workload may prove challenging with DET assigned resources. - Diane Kohn, David Clark, Doug Bingenheimer and Tekla Wlodarczyk met regarding the technology selection process that was developed through SIS. This process is being revised to be the post-SIS product selection process. The WEAT representatives provided feedback about the diagram presented at the meeting. As a part of this process, the group will utilize the WEAT triage criteria and Jay's enterprise architecture work as guidance re: what items at what point(s) in the process should be brought to WEAT. In addition to selecting new technology, the process should include the recognition that new uses of and deployment of existing product should also follow a structured assessment.	Work with work with Diane Kohn, Matt Miszewski, Tekla Wlodarczyk and other DET to define strategic planning review process (which will include WEAT's role), and desired outputs. Continuing working with Dave Clark and others to develop and document the post- SIS technology selection process. (NOTE: Check with David regarding scheduling of these meetings) Review WEAT templates and suggest appropriate content related to questions to be answered.	Doug Bingenheimer Doug Bingenheimer Diane Kohn	Mar 20 – Define Process June 1 – Review Results Due April 1 – Final draft for review April 1 – Final draft for review

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					David Clark said he would set up additional meetings to continue the discussion.			
2	8:45	DET Technical Architecture Overview	Kevin Acker	A high level overview of the SIS environment and technical architecture areas.	Kevin Acker presented the DET Technical Architecture Overview which is the high level view of the new consolidated architecture. The team asked questions and suggested clarifications and additions to the document.

The Team commented that agencies are going to need assistance/resources to move applications into the new environment. Max Babler mentioned that the SIS teams are aware of this issue and trying to address it.

The Team suggested that for successful implementation and maintenance of a Configuration Management Database (CMDB) that it would need to rely heavily on technology rather than manual entry. Any manual entry should be integrated directly as a part of the deployment process.

The Team suggested that information regarding network security perimeter design and delegated administration should be presented and discussed with the agency IT directors and application development managers. It is important that there be high level awareness for these two topics across the enterprise. | Ready Delegated Administration document for WEAT review/approval.

Discuss intent for presentation to TLC with Matt. Content of presentation done by Joe or Kevin | Tekla Wlodarczyk

Doug Bingenheimer | ASAP

Next TLC meeting - 3/17 |
| | 9:45 | BREAK | | | | | | |
| 2 | 10:00 | CIO | Matt Miszewski | Will provide updates and insights as well as answer questions. | Matt Miszewski said the direction in which WEAT is moving and the velocity with which it is moving is very much in line with his thinking. He is happy with the progress WEAT has made recently in establishing processes and communicating progress.

Matt acknowledged incidents where an architectural decision was made | Contact Joe Rueden and Tim Herbert regarding the appointment of DET Operations Technical Architect to WEAT. | Doug Bingenheimer | |

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					outside of the WEAT process. He says great strides are being made to integrate WEAT into the operational decision making process, and that such oversights are typically mistakes rather than deliberate avoidance. He is communicating that prospective to his DET management team. Matt said there will be circumstances when an architectural decision will be made outside of the WEAT process, and that when this happens, the exception and the reasons for it should be communicated to WEAT. The Team talked with Matt about how to get more involved in architecture design, planning and decision making processes rather then just serving a regulatory or enforcement role. WEAT's desire is to also become educational or mentoring resources for operation architectural decision makers. The real issue is how to integrate WEAT principles, criteria and decision making rigor into daily operational thinking and work processes. Right now, with Doug Bingenheimer's duel role of acting Chief Enterprise Architect and coordinating Dots review of Master Lease proposals for technology integrates this due diligence rigor. In the long run, the Team will want to look at how to do this sort of integration into major projects throughout the enterprise. The Team raised the question of staffing both on the Team and in the architectural area in general. WEAT has been having a hard time filling out its membership. WEAT also discussed the types of resources that might be needed, both centrally and distributed throughout the agencies, to support the current and future enterprise architecture efforts.			

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					Matt acknowledged staffing is an issue and suggested that WEAT's progress and successes as well as demonstrating how enterprise architecture provides cost savings will help.			
4	10:30	Defining Architecture Scope	Jay Jaeger	Present revisions from document.	Jay Jaeger presented changes to the document from the last meeting. The Team discussed how to use these definitions and examples. This information is a tool to help folks who need to make an architectural decision as a part of their normal work duties to assess the impact of the decision and analyze the needed level of WEAT involvement in that decision. This will also be helpful for agencies to identify what types of information and decisions need to come from them to WEAT.	Conduct formal review of document.	Tekla Wlodarczyk	ASAP
						Check WEAT principles for alignment with definitions.	Jay Jaeger	ASAP
						Check WEAT principles for any errant or needing immediate attention.	Jay Jaeger	No date given.
5	11:15	2006 WEAT Proactive initiatives	Tekla Wlodarczyk	1) Edit list from brainstorming 2) Select priorities 3) Begin planning	Team finished reviewing the definitions, added some new items, and combined some of the existing items. Next steps will be to select priorities. The Team is looking to add items to the Strategic and Technical Architecture items area based on their review of the agencies' strategic plans. Eventually, a plan will be created and presented to the CIO, TLC and DET Infrastructure Support Management.	Coordinate Priority Selection Process	Tekla Wlodarczyk	In time for discussion at next meeting.
6		Other - Rapid Vulnerability Assessment (RVA) for Security	Team	Rapid Vulnerability Assessment (RVA) reviews are currently being conduct for some agencies. WEAT discussed the need for IT management to know what is being evaluated.	The DET security team is currently conducting RVAs at agencies in preparation for consolidation. The team believes that information about these assessments needs to be shared with IT management in the agencies even before the agency SIS kick-off meeting. The team believes that there should be a high-level overview to communicate and clarify what is going to be done as a part of the RVA, including what is in	Talk to Mike Lettman about making presentation.	Tekla Wlodarczyk	ASAP

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					scope, what is out of scope, and what type of security action may need to be taken before consolidation (for example – a current vulnerability is discovered that will be solved once the agency's servers are consolidated at the data center, however, what does that agency need to do for the 1.5 years before they are scheduled for consolidation). The Team suggested such a presentation be made at the TLC meeting.			
6		Other – Intended Uses of HPOV	Team	The team is concerned about the strategic use of Hewlett Packard OpenView (HPOV) outside of the approved parameters.	The Team says there should be documentation of the core capabilities of HPOV and which of those capabilities DET intends to use. Max Babler says there is a work group that is charged with documenting the current and appropriate strategic uses of this product.	Check on the status of the development of this document and see what can be done to expedite its development.	Max Babler	ASAP
6		Other – Integration of WEAT into DET operations	Team	How to improve communication and cooperation between WEAT and DET's daily operations. Also, how to educate DET's daily operations regarding WEAT's role.	Discussed having the Infrastructure Support Senior Management meet with WEAT on a monthly or quarterly basis.	Arrange for Infrastructure Support Senior Management to attend WEAT meeting.	Doug Bingenheimer	ASAP
6		Other – Post-SIS Enterprise Architecture Governance	Doug Bingenheimer	What should Post-SIS Enterprise Architecture Governance look like?	Doug Bingenheimer asked the group to begin to think about Enterprise Architecture Governance following SIS.	Send ideas regarding Post-SIS Enterprise Architecture Governance to Doug.	All WEAT Members	Soon

WEAT Actions since Last Meeting 02/07/06

Date Completed	Item	Description	Next Steps
02/06/06	Review #3	Completed review of 67 V_02 Clustering Recommendation - Review Only	Approval recommendation sent to Matt.
02/02/06	Vote #8	Approved 26 V.04 SAN Configuration Technical Design based on revisions suggested by WEAT.	Vote due February 2.
02/07/06	Vote #9	Approved 34 Oracle Instance Sharing Standard During Migration V.03	Approval recommendation sent to Matt.
02/16/06	Vote #10	Voting on 50 Relational Database Management Systems Standard V.01	

Items To Bring To CIO

Item	Description	Next Steps	Responsible Party	Due Date
Product Selection Process	Find out more about the technology selection process or strategic procurement process.	Ask Matt for his views/guidance on WEAT's role.	Doug Bingenheimer	DONE
DET's Core Competencies	Do we know what DET's core competencies are, or is there is some effort underway to document these?	Ask Matt.	Doug Bingenheimer	DONE

Outstanding Items

Item	Description	Next Steps	Responsible Party	Due Date
WEAT Membership	Fill vacancies. • Doug Bingenheimer (CEA - DET representative - only votes to break ties) • Mickey Crittenden (Rock Co., local government representative) • Bud Borja (Milw Co, local government representative) • Jay Jaeger (DOT, large state agency representative) • Diane Kohn (DWD, large state agency representative) • Keith Hazelton (UW representative) • Judy Heil (DET customer service rep) • DET operations architect rep (vacancy) • Small agency rep (vacancy) • Small agency rep (vacancy) • Applications management rep (vacancy)	• Identify nominees • Obtain approval from candidate's agency • Appointment by CIO	Doug Bingenheimer	Current work
Extranet for WEAT	If WEAT is to truly have an extended enterprise focus then the WEAT information needs to be available to the extended enterprise.	• Research options / needs in context of website content publishing project (see improvements plan) • Identify if this is currently possible.	Tekla Wlodarczyk	This was added to the 2006 Action Plan
Possible need for a formalized forum within WEAT process for review and comment by agencies / stakeholders	One issue regarding WEAT's role is that there is no other formalized forum for review or comment by agencies / stakeholders. This type of review should be worked into the process in the future.	• Develop the desired process / workflow. • Publish process • Communicate Process availability (Push info?)	Tekla Wlodarczyk	Long-term

Future Agenda Items

Suggested Meeting Date	Item	Contact	Description
February – 2nd	WEAT's Role in Review of	Doug Bingenheimer	Need to determine what WEAT's role: 1) Should WEAT be involved in reviewing and perhaps recommending

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meeting	Agency Strategic Plans		action to the CIO on the agencies' strategic plans and 2) WEAT review to identify multi agency needs / enterprise opportunities and input into things that might be on WEAT's proactive agenda. NOTE: Actual strategic plan requirements from DET have not yet been finalized.
April – 1st meeting	NT 4 & Exchange 5.5	Max Babler	Discuss issues regarding continuing need for support / maintenance – plan for this sunset technology
February	Informational Filing	Jay Jaeger	A question was raised that outside of SIS, how will WEAT find out about efforts/projects occurring that will have a strategic impact on enterprise architecture. WEAT suggested developing an "informational filing" process in which as a part planning projects that met a certain criteria, the project team would complete information on some type of form and submit to WEAT.
Future	WEAT and Architecture Resources	Diane Kohn, Doug Bingenheimer	Discuss a structure of architecture governance and what staffing resources, including distributed, might be needed.
Future	Demo of Collaboration Software	Allen Poppe	Demonstration of software for collaboration.